

## Section 1

### Guidelines

#### I. PARTICIPATION AND REQUIREMENTS OF PROGRAM

The Academy Instructor Certificate Program (AICP) is a *voluntary* program for POST Regular Basic Course academies. The program is designed to promote general instructional excellence for those instructors employed to teach in the Regular Basic Course. Academies that participate in the program may be eligible for special institutional recognition, per the criteria outlined in the Recognition Program.

There are three components of the AICP:

- A. POST-certified Academy Instructor Certification Course
- B. Academy Instructor Certificate
- C. Triennial Academy Instructor Certificate recertification

An academy that volunteers to participate in the program shall follow the requirements in POST Commission Regulations 1009 and 1082. A participating academy shall require certification of all the academy's Regular Basic Course instructional staff. A participating academy that employs instructors who fail to become certificated, within the required time period, is subject to removal from the AICP.

Regular Basic Course instructors who are employed by an academy participating in the AICP shall possess the Academy Instructor Certificate within three years of the academy's entry into the AICP, or within three years of appointment as a Regular Basic Course instructor, whichever is later. Regular Basic Course instructors who teach certain specialized subjects must satisfy additional requirements, as specified in Commission Regulation 1070. Regular Basic Course instructors who also perform the duties of Academy Director, Academy Coordinator, or Academy Recruit Training Officer must satisfy additional requirements, as specified in Regulation 1071.

The POST-certified Academy Instructor Certification Course is designed to develop Regular Basic Course instructors' training delivery, adult learning techniques, planning, presentation, and facilitation skills. Following are general requirements for the Academy Instructor Certification Course:

- A. The course must be POST-certified in accordance with the requirements specified in Regulations 1052-1056.

- B. The instructor of the course must be an experienced instructor development trainer, skilled in the competencies emphasized in the model course curriculum within this document (Section 2) and in Regulation 1082.
- C. The course content must meet the minimum content requirements of Regulation 1082. A model curriculum is within this document (Section 3).
- D. All regulations applicable to the AICP may be accessed on-line through the POST website at [www.post.ca.gov/regulations/manual.asp](http://www.post.ca.gov/regulations/manual.asp).

## II. SELECTION GUIDELINES / QUALIFICATIONS

The purpose of this component is to support basic academies in conducting a review of the qualifications of Regular Basic Course instructors for enrollment in the Academy Instructor Certificate Program, including their subject matter expertise, background, training, education, experience, and demonstrated abilities (Basic Course Management Guide, Section III-6.) These criteria may be applied to either newly selected instructors or incumbent instructors. Academy director/designees may implement the following process:

- A. Candidate instructor provides the following:
  - 1. Resume
  - 2. Experience verification
    - a. Subject matter experience (SME)
    - b. Training/presentation experience
  - 3. Information/documents to support SME
  - 4. Performance/character verification (duty evaluations, references, etc.)
    - a. Example: Letter of recommendation from Chief/Sheriff
    - b. Example: Copy of last performance evaluation
  - 5. Education/training verification
    - a. Copies of degrees, transcripts
    - b. Copies of certificates verifying specialized/instructor training
- B. Academy director/designee does the following:
  - 1. Reviews application packet as described above.
  - 2. Conducts interview with applicant.

- C. Academy director/designee approves or disapproves applicant's enrollment based upon established academy criteria.

### III. COURSE / EQUIVALENCY GUIDELINES

The POST Academy Instructor Certification Program (AICP) is based on the Basic Course Instructional System and adult learning principles. This foundation is used to further the development of instructional planning skills, presentation and facilitation skills, adult learning techniques, and application of the training delivery techniques required in the Regular Basic Course.

The program academy director/designee will be responsible for inviting Basic Course instructors/applicants to participate. The academy director/designee will then schedule the presentation of the POST-certified Instructor Certification Course. The course will include a three-day classroom instructional segment and either a one- or two-day demonstration component toward fulfillment of the competency verification requirement of the program.

- A. Academy director/designee reviews instructor development training of Regular Basic Course instructors/applicants wishing to participate.

If candidates have previously attended at least 24 hours of general instructor development training but have **not** received instruction on the Basic Course Instructional System and adult learning techniques, the academy director/designee may provide for participation in a POST-approved tutorial on these topics. Following completion of the tutorial, the academy director/designee will provide an opportunity for candidates to demonstrate instructional competency. (See the protocol for equivalency determination in "C" below.)

- B. Academy director/designee schedules participating student instructors to attend the Academy Instructor Certification Course or provides POST-approved tutorial materials to those qualifying for equivalency status.
  - 1. Course to be taught by an instructor development trainer skilled in the competencies emphasized in the Academy Instructor Certification Course curriculum:
    - a. MIDP instructor as course instructor, or
    - b. Academy instructor development trainer
  - 2. Course to include the minimum content specified in Commission Regulation 1082. A curriculum outline is provided in this guidelines and curriculum document (Section 3).

C. The academy director/designee shall review "equivalency" candidates' written proof of their previous successful completion of at least 24 hours of instructor development training. "Proof" could include, for example, a certificate of completion or an expanded course outline. Upon determination of sufficiency of the proof-of-training documents, the instructor will be provided, for self-study, a tutorial package consisting of POST-approved materials. These materials may include:

1. "Learners First" CD-ROM.
2. "Basic Academy Training" video.
3. "Achieving Training Excellence" telecourse video.
4. *Instructor's Guide for the Workbook Series*
5. *Basic Course Management Guide*

After the instructor has gained familiarity with the content of the tutorial materials, he or she will be required to demonstrate competency via the standard process for determining competency, as outlined in Section IV, "Competency Verification Component."

#### IV. COMPETENCY VERIFICATION COMPONENT

The competency verification component enables the participating student-instructor to demonstrate the knowledge and skills learned in the Instructor Certification Course or learned through the POST-approved tutorial materials for academy "equivalency" candidates. A Competency Verification Checklist is used to assess performance during the demonstration, and is available online at [www.post.ca.gov/forms/2-123CompetencyVerificationChecklist.doc](http://www.post.ca.gov/forms/2-123CompetencyVerificationChecklist.doc).

This component is meant as an opportunity for the student-instructor to apply new concepts learned, with an instructor development trainer, skilled in competencies emphasized in the Academy Instructor Certification Course, serving as mentor/verifier.

- A. Instructor development trainer reviews student's comprehensive training plan.
- B. Students demonstrate competency – via one of two options:
  1. Each student attends a one- or two-day competency verification component of the Academy Instructor Certification Course and makes a presentation to his or her peers.

2. The instructor development trainer may choose to have the student demonstrate competency while teaching in a regularly scheduled academy class.

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**Note:** *Experience has shown that it is preferable to have students demonstrate competency by teaching to their peers rather than waiting to have competency demonstrated while actually teaching a class of students. If possible, when the 24-hour class is presented in three days, there should be a break between the completion of this component and the 8- or 16-hour competency verification component.*

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- C. Skilled instructor development trainer observes the presentation in order to verify competency. Competencies not demonstrated can be verified through discussion with the observing AICP instructor at the conclusion of the presentation or verified at future Regular Basic Course presentations. At a minimum, the student is expected to demonstrate that he or she is able to do the following:
  1. Create a written training plan.
  2. Make a presentation in a topic area that is taught in the academy.
  3. Facilitate a learning activity that uses a particular delivery technique other than lecture.
  4. Use a training aid that is appropriate for the teaching point(s) involved in the demonstration.
  5. Participate in the evaluation of peers.
- D. The Competency Verification Checklist is signed and dated by the observing instructor development trainer and academy director/designee, and placed in the instructor's file.
- E. Re-evaluation is afforded anyone who receives an unsatisfactory evaluation, and the re-evaluation protocol is as follows:
  1. Candidate shall submit a written request to the academy director for re-evaluation within 10 days of receiving the unsatisfactory evaluation.
  2. The academy director/designee shall provide appropriate remediation.
  3. The academy director/designee shall provide one opportunity for re-evaluation.



4. The re-evaluation shall be scheduled at a mutually agreeable date, time and place, but must occur within 180 days of the candidate's date of completion of the Academy Instructor Certification Course or completion of the tutorial package for those following the equivalency process.
5. A new Competency Verification Checklist shall be completed.
6. The teaching demonstration for the competency verification may be performed in an Academy Instructor Certification Course, in a Regular Basic Course or before academy staff.

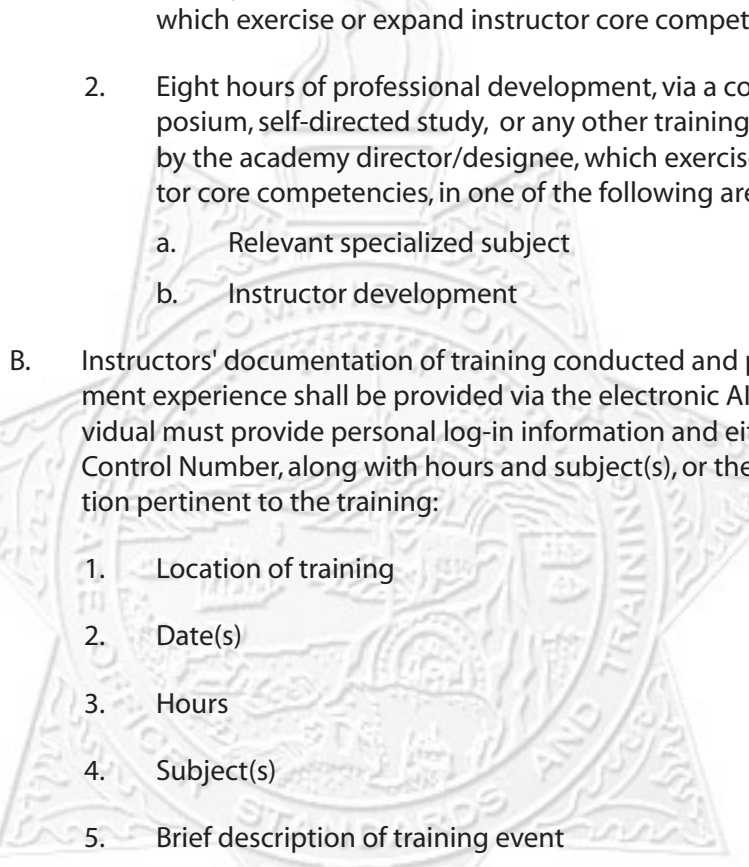
## V. CERTIFICATION PROCESS

Issuance of the Academy Instructor Certificate recognizes the additional training and experience gained by the participating instructor and acknowledges a higher level of performance as a Regular Basic Course instructor.

- A. After the participating student-instructor has successfully completed the Instructor Certification Course, the academy director/designee shall provide the following information to POST, within 15 days, via the POST electronic AICP system:
  1. Date of issuance of Academy Instructor Certificate
  2. Name
  3. Social Security Number
  4. Employing agency
  5. Individual's specialized subject expertise for academy instruction
- B. Academies shall retain education, training, experience, and competency verification documentation in conformance with agency records retention schedules and for future inspection by POST.
- C. Academy director/designee will ensure that written recertification procedures are provided to course graduates at time of certificate issuance.

## VI. RECERTIFICATION PROCESS

The purpose of recertification is to assure that the certificated Regular Basic Course instructor maintains instructional proficiency and obtains further professional training relating to his/her subject matter expertise or training in instructor development. The Academy Instructor Certificate shall be renewed every three years.

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- A. Individuals seeking recertification shall provide documentation that supports compliance with the following:
1. Twenty-four hours of teaching or presentations, within three years, which exercise or expand instructor core competencies.
  2. Eight hours of professional development, via a course, conference, symposium, self-directed study, or any other training experience approved by the academy director/designee, which exercises or expands instructor core competencies, in one of the following areas:
    - a. Relevant specialized subject
    - b. Instructor development
- B. Instructors' documentation of training conducted and professional development experience shall be provided via the electronic AICP system. An individual must provide personal log-in information and either a POST Course Control Number, along with hours and subject(s), or the following information pertinent to the training:
1. Location of training
  2. Date(s)
  3. Hours
  4. Subject(s)
  5. Brief description of training event
- C. Academy director/designee, upon approval of recertification, shall notify POST within 15 days of the renewal date. The recertification date shall be on the three-year anniversary of certificate issuance. Notifications shall be provided via the POST electronic AICP system.

